



## USFR MEMORANDUM NO. 237

**TO:** School District Administrators; County School Superintendents

**FROM:** Magdalene D. Haggerty, Office of the Auditor General  
Vicki G. Salazar, Arizona Department of Education (ADE)

**DATE:** August 29, 2008

**SUBJECT:** Fiscal Year 2008 Annual Financial Report (AFR), Desegregation Supplement and Instructions, and reporting forms for Current Expenditures and the Classroom Site Fund (CSF) (Supersedes USFR Memorandum No. 230)

---

Arizona Revised Statutes (A.R.S.) §15-904 requires school districts to prepare and submit an AFR, in electronic format, by October 15. The Auditor General in conjunction with ADE are required to prescribe the AFR format to be used by all school districts. The Auditor General and ADE developed the AFR format in Excel, to incorporate the information districts are statutorily required to include in their AFR. This format will assist districts in complying with AFR preparation and submission requirements. ADE will only accept FY 2008 AFR forms submitted electronically using either the Excel forms with the 8/08 revision date or software that produces an electronic file in a format approved by ADE. Districts may download the forms from the Auditor General's Web site at [www.azauditor.gov/forms\\_schooldistrict.htm](http://www.azauditor.gov/forms_schooldistrict.htm) or ADE's Web site at [www.ade.az.gov/schoolfinance/Forms/Budgets](http://www.ade.az.gov/schoolfinance/Forms/Budgets).

Data validation checks have been added to ADE's file upload system. These initial checks will ensure that formulas have not been overwritten, that total fields reflect the sum of their details, and that fields that should equal each other are in fact equal. Formulas should not be changed and applicable footnotes should be followed to ensure uploaded files will pass all validation checks.

To satisfy the requirements of A.R.S. §15-746(A)(4), districts are required to report each school's current expenditures for classroom instruction excluding classroom supplies, classroom supplies, administration, support services-students, and all other support services and operations. The current expenditures by school should include districtwide expenditures allocated to each school. The report form, School District Current Expenditures on a School-by-School Basis for FY 2008, is not part of the AFR, as prescribed by A.R.S. §15-904, but has been included and districts should submit it with the AFR, as it is required to be filed with ADE by November 1.

To satisfy the requirements of A.R.S. §15-977(J), districts are required to report expenditures from the CSF by school and prepare a narrative summary of results of CSF usage at the district level. These two report forms, the Classroom Site Fund Expenditures by School and Narrative Results Summary, are not part of the AFR, as prescribed by A.R.S. §15-904, but have been included and districts should submit them with the AFR, as they are required to be filed with ADE by November 15.

The completed forms must be uploaded via the Common Logon on ADE's Web site at [www.ade.az.gov/CommonLogon](http://www.ade.az.gov/CommonLogon). For password information or help, please contact ADE's Support Center at

(602) 542-7378 [outside the Phoenix area call (866) 577-9636] or by email at [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). In addition, a hard copy of the AFR cover page with governing board approval should be sent to ADE once the forms have been submitted electronically. After filing the AFR, districts should electronically submit their summary accounting data file to the Office of the Auditor General, Division of School Audits, via email at [sddata@azauditor.gov](mailto:sddata@azauditor.gov) and to ADE at [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov). Instructions for preparing the data file for both CIMS and Infinite Visions accounting systems are available on the Auditor General's Web site at [www.azauditor.gov/Reports/School\\_Districts/SD\\_AcctFile\\_Instructions.htm](http://www.azauditor.gov/Reports/School_Districts/SD_AcctFile_Instructions.htm).

Districts not participating in the accounting responsibility program must submit the AFR to the County School Superintendent (CSS) for approval by October 15. Districts should contact the CSS for specific submission procedures.

Also, in accordance with A.R.S. §15-904, by November 15, the entire AFR, or AFR summary, must either be printed in 8-point type in the official newspaper of the county as defined in A.R.S. §11-255 or in a newspaper of general circulation within the district (since the report provides information for the residents and taxpayers of the district, a newspaper that is widely read should be selected for publication), mailed to each household in the district, or transmitted electronically to ADE via the Common Logon for posting on their Web site. Districts posting to ADE's Web site must provide a link on the district's Web site to the AFR on ADE's Web site. The affidavit of publication must be filed with ADE within 30 days after publication, but not later than December 15. To meet this requirement, districts should mail the affidavit to: ADE, School Finance, Bin 13, 1535 West Jefferson, Phoenix, AZ 85007.

## GENERAL INFORMATION

The following instructions are provided only for those line items that may need clarification. **All amounts should be rounded to the nearest dollar.**

Expenditure budget amounts should be taken from the district's most recently revised, adopted expenditure budget, which has been submitted to ADE, for FY 2008.

Revenues must include cash receipts through June 30, 2008, and accrued revenues received during the 60-day period following fiscal year-end. Examples of accrued revenues are federal reimbursements for meals served in FY 2008; property taxes collected during the 60-day period for levies of prior fiscal years; tuition received during the 60-day period for students attending the district during FY 2008; FY 2008 CSF revenues received during the 60-day period; and the final FY 2008 state aid apportionment payment made on August 1 pursuant to Laws 2008, Chapter 53, §24.

Expenditures must include cash disbursements through June 30, 2008, and payments made during the 60-day encumbrance period for goods and services received on or before June 30, 2008, but not paid for by that date.

All revenues, expenditures, and fund balances presented on the AFR must agree with the district's accounting records as of June 30, 2008. Districts must reconcile their accounting records to those maintained by the CSS before completing the AFR. (District's in the accounting responsibility program must reconcile to the County Treasurer before completing the AFR.) Accrued revenues and expenditures at June 30, 2008, not recorded by the CSS should be identified as reconciling items on the reconciliation and must be included in the revenues and expenditures reported in the AFR.

## **DETAILED INSTRUCTIONS**

### **ANNUAL FINANCIAL REPORT (ADE/AG 41-202, Rev. 8/08-FY 2008)**

#### Cover Page

Once the governing board has signed the cover page of the AFR and the AFR has been electronically submitted to ADE, the superintendent and business manager should complete the cover page and sign where indicated. A copy of the completed cover page should be mailed, within 5 days of electronic submission, to ADE, School Finance, Bin 13, 1535 West Jefferson, Phoenix, AZ 85007.

#### Page 1, Funds Available—Maintenance and Operation, Unrestricted Capital Outlay, and Soft Capital Allocation Funds

Line 1. The beginning fund balances at July 1, 2007, should be the ending balances reported on the AFR for FY 2007, if the ending balances were reported correctly, or the district may compute them as follows:

Cash, prepaid, and inventory balances (object codes 0100, 0150, and 0160) at June 30, 2007.

Plus: Accrued revenues as of June 30, 2007, received during the 60-day period following June 30, 2007.

Less: Payments made during the 60-day period following June 30, 2007, for goods and services received on or before June 30, 2007, but not paid for by that date.

Ending fund balances at June 30, 2008, should be computed using the same method as shown for beginning fund balances. The beginning and ending fund balances for the Maintenance and Operation (M&O) Fund should include the amount of the M&O Fund revolving account cash balance on hand at July 1, 2007, and June 30, 2008, respectively. The revolving account balances should be recorded in the spaces provided in footnote (1) on page 1.

Lines 4 through 9. Type 03 districts should not include tuition revenue in the Soft Capital Allocation Fund as it may not be included in ADE's budget calculations.

Line 16. The amount reported must be positive.

Line 25. The amount reported in the actual column (from the district's accounting records) should be compared to the total additional state aid amount shown on the June 15, 2008, ADE report, APOR 64-1, dated June 12, 2008.

Line 28. Federal Impact Aid revenues received should not be included on this line.

Line 31. Federal Impact Aid revenues received during the fiscal year should be included on this line.

#### Page 2, Maintenance and Operation Fund (001)—Expenditures

Lines 12 and 13. Program 630 and Programs 700, 800, 900 budget amounts should be obtained from the most recently revised, adopted FY 2008 expenditure budget. Those programs were reported in total on the expenditure budget; however, they should be presented separately for AFR purposes.

#### Page 3, M&O Fund Special Education Programs by Type (Section C)

Lines 1 through 15 and 17 through 22. The actual amounts allocated to individual programs should be calculated by the same method used to allocate individual program costs to the budget. Documentation supporting the cost allocation method should be retained at the district and should include the reasoning

behind the allocation, a list of the programs, the number of teachers and students by program, and all computation work sheets.

Page 3, Tuition Paid to Other Arizona Districts (Section I)

Line 1. Elementary districts not within a high school district (type 03) must enter the actual high school student tuition expenditures, including M&O, Unrestricted Capital Outlay (UCO), and Debt Service (object codes 6561 and 6565).

Line 2. **All districts**, including type 03, must enter all tuition expenditures to other Arizona districts (object codes 6561 and 6565).

Page 4, Classroom Site Funds (011, 012, and 013) Expenditures

Line 16. Total expenditures for FY 2008 in the Classroom Site Fund 011—Base Salary cannot exceed 20% of the FY 2008 Classroom Site Fund allocation and any unexpended budget balance and interest earned for this fund from FY 2007. Monies in this fund can only be used for teacher base salary increases, employment-related expenses, and registered warrant expense for this fund.

Line 32. Total expenditures for FY 2008 in the Classroom Site Fund 012—Performance Pay cannot exceed 40% of the FY 2008 Classroom Site Fund allocation and any unexpended budget balance and interest earned for this fund from FY 2007. Monies in this fund can only be used for performance-based teacher compensation increases, employment-related expenses, and registered warrant expense for this fund.

Line 48. Total expenditures for FY 2008 in the Classroom Site Fund 013—Other cannot exceed 40% of the FY 2008 Classroom Site Fund allocation and any unexpended budget balance and interest earned for this fund from FY 2007. Monies in this fund can only be used for the following maintenance and operation purposes: class size reduction, AIMS intervention, and dropout prevention programs for instructional purposes (other than athletics) coded to function—1000; teacher compensation increases; teacher development; teacher liability insurance premiums; and registered warrant expense for this fund.

Expenditures coded during the fiscal year to any of the individual Classroom Site Funds (011-013) that cause the district to exceed the Classroom Site Fund Budget Limit, or the appropriate percentage allocation for the individual fund as described above, should be reclassified to the M&O or other appropriate fund before the AFR is completed.

Page 5, Unrestricted Capital Outlay Fund (610) Expenditures

Line 1. Enter the budgeted and actual expenditure amounts from the Unrestricted Capital Outlay Override authorized by A.R.S. §15-481. Amounts included on line 1 must also be included on lines 2 through 9, as appropriate.

Lines 2 through 9. Amounts must include budgeted and actual expenditures from the Special Education Disability Title 8, P.L. 103-382 Add-On, Special K-3 Program Override, and Joint Career and Technical Education and Vocational Education Center, as reported in the Supplement, page 2 and Desegregation, as reported in the Desegregation Supplement-Districtwide, page 3.

Page 5, Capital Assets

Lines 1 through 3. Enter the total costs (before depreciation), by asset classification, recorded on the capital assets list as of June 30, 2008. In addition, any applicable assets recorded in the district's proprietary funds (i.e., Internal Service or Enterprise) should be included. Capital assets should be based on the district's capitalization threshold of \$5,000 or lower amount if approved by the governing board.

Line 4. Enter the total cost of construction in progress as of June 30, 2008. This amount will not appear on the capital assets list as of June 30, 2008, as it is not recorded on the list until the project is completed.

Page 7, Capital Funds (630, 685, 690, and 695)—Renovation and New Construction Lines

In accordance with A.R.S. §15-904(B), the total budgeted and actual expenditures, by fund, on page 6 must be separately reported as new construction or renovation. If the designation of new construction or renovation does not apply to a particular expenditure, the amount should be reported as “Other”. Additionally, districts should report the costs per square foot for new construction and land acquisition costs on the lines provided.

Page 7, Debt Service (700) and Adjacent Ways (620) Funds

Lines 13 and 14. Principal, interest, and fiscal charges budgeted in FY 2008 and payable on July 1, 2008, should be included as expenditures of FY 2008. If the district has refunded a bond issue, payments to the bond escrow agent should be included on line 18 for the Debt Service Fund.

Page 7, New construction cost per square foot

Districts should report the cost per square foot for new construction projects in progress or completed during the fiscal year. For projects still in progress at year-end, districts should calculate the cost per square foot by dividing the anticipated total cost of the project upon completion by the anticipated total square footage of the project upon completion. For projects that were completed during the fiscal year, districts should calculate the cost per square foot by dividing the total actual cost of the project upon completion by the total actual square footage of the project.

Page 7, Instructional Improvement Fund (020)

Up to 50% of the monies received from gaming revenue accounted for in the Instructional Improvement Fund may be used for teacher compensation increases and class size reduction. Expenditures for class size reduction, if any, must be appropriate expenditures under function 1000—Instruction, excluding athletics. The remaining monies must be used for the following maintenance and operation purposes: dropout prevention programs and instructional improvement programs including programs to develop minimum reading skills for students by the end of third grade.

Page 8, Fund Transfers (Out) To Indirect Costs Column

Transfers-out of Federal Project funds are allowed only to the Indirect Costs Fund (object code 6910) by the *Uniform System of Financial Records*. Transfers-out should be shown in parentheses.

Intergovernmental revenues and interest returned to the federal or state government are **not** recorded as reversions. Such revenue not spent by June 30 should be accounted for as a debit to object code 0103—Cash on Deposit with County Treasurer and a credit to object 0250—Deferred Revenues upon receipt, and later recognized as revenue simultaneously with the recognition of allowable expenditures. Upon the actual reversion of any unexpended portion of these monies, districts should reverse the initial entry for the amount reverted (i.e., debit 0250 and credit 0103). Alternatively, districts may choose to record such grants as revenues upon receipt, then at year-end reclassify the unspent portion from revenue to deferred revenue until reversion occurs.

In addition, interest received in excess of \$100 per grant (the portion owed to the government) should be accounted for as a credit to object code 0215—Due to Federal Government and when the interest is reverted debit object 0215.

Page 9, Current Expenditures by Category (Section C)

A.R.S. §15-255 requires the Superintendent of Public Instruction’s Annual Report to include total current expenditures per pupil and separate per pupil amounts by type of district for (1) classroom instruction excluding classroom supplies, (2) classroom supplies, (3) district and school administration, (4) support services—students, and (5) all other support services and operations. ADE will calculate the “per pupil” amounts based on the total current expenditures reported on lines 1 through 5 in Section C.

Lines 1 through 5. Current expenditures include expenditures from all funds for elementary and secondary education (e.g., M&O, CSF, most federal and state projects, etc., for K-12). Current expenditures do not include expenditures for land and improvements, buildings and improvements, furniture, equipment, technology, vehicles, Internal Service Fund operations, Community School Fund operations, debt retirement, student activities, and nonpublic school programs (e.g., adult/continuing education, community college education, community services, and day care centers).

The following table presents the current expenditures by account codes that should be included in each of the reporting categories. Do not include expenditures coded to Program Codes 700, 800, and 900.

<b>REPORTING CATEGORY</b>	<b>CHART OF ACCOUNTS</b>
Classroom Instruction excluding Classroom Supplies	Function 1000 less Function 1000, Object 6600
Classroom Supplies	Function 1000, Object 6600
Administration	Functions 2300, 2400, 2500, and 2900
Support Services—Students	Function 2100
All Other Support Services and Operations	Functions 2200, 2600, 2700, 3100, and 3400

A.R.S. §15-746(A)(4) requires districts to include the above information in their School Report Cards. In addition to including this information on page 9, the School District Current Expenditures on a School-by-School Basis for FY 2008 form (2008 CurExpBySchl.xls) enclosed with this memo should be used to record each school’s detailed current expenditures. Expenditures recorded at a district level should be allocated to schools based on student counts at each school.

When completed, the file must be uploaded via ADE’s Common Logon, School Finance File Upload (Budget/AFR). Select “Fiscal Year: 2008”, “File Type: Excel(.xls)”, “Type and Version: 2008 Current Expenditures—School Level—Actual”, then locate the file to be uploaded. Click “Upload File”. This school level form is due November 1, 2008.

Districts with only one school that have completed the corresponding information on the submitted district level AFR are not required to submit this form.

Page 9, Teacher Salaries and Other Items (Section F)

The following table presents the current expenditures by account codes that should be included in each of the categories for teacher salaries and other items.

For lines 1-5, report base salaries (including CSF Performance Pay and Career Ladder addenda), overtime, and additional compensation paid to certified teachers, certified substitute teachers, and contract teachers. Do not include salaries paid to instructional aides or assistants or any noncertified teachers. Report the salaries based on the appropriate program code. If a teacher is paid from more than one program, calculate the salary based on the amount of time instructing in each program.

If the district has used the optional object codes in the Chart of Accounts for teachers and substitute teachers, amounts recorded for certified teachers should be object code 6112 and amounts recorded for certified substitutes should be object code 6113.

<b>TEACHER SALARIES</b>	<b>CHART OF ACCOUNTS</b>
Line 1—Regular Education	Function 1000, Programs 100, 280, and 520, Object 6100 and 6300
Line 2—Special Education	Function 1000, Programs 200 (excluding Programs 260-280) and 300, Object 6100 and 6300
Line 3—Vocational Education	Function 1000, Programs 270 and 540, Object 6100 and 6300
Line 4—Other Programs	Function 1000, Programs 260, 265, 510, and 530, Objects 6100 and 6300
Line 5—Cocurricular Activities, Athletics, and Other Salaries	Function 1000, Program 600, Objects 6100 and 6300
<b>OTHER ITEMS</b>	
Line 6—Textbooks	Function 1000, Object 6640

Pages 10, 11 and 12, Detail for Federal Projects, State Projects, and Other Funds

Amounts included on these pages provide the detail needed to determine the percentage of every dollar spent in the classroom, as required by A.R.S. §41-1279.03. The “All Other Object Codes” columns should not include object code 6900, and the total for each fund should agree to the total actual expenditures reported for the fund on page 8 or 9, as applicable.

**SUPPLEMENT TO ANNUAL FINANCIAL REPORT (ADE/AG 41-202A, Rev. 8/08-FY 2008)**

Complete and submit these pages only if the district budgeted expenditures for Special Education Disability Title 8 PL 103-382 Add-On, Special K-3 Program Override (A.R.S. §15-482), Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01), or English Language Learners (ELL) (A.R.S. §15-756.11).

English Language Learners (A.R.S. §§15-756.04 and 15-756.11)

The Structured English Immersion Fund (Fund 071) is used to account for monies received to provide for the incremental cost of instruction to English language learners (ELLs) and must be used to supplement existing programs. As defined in A.R.S. §15-756.01, incremental costs are the costs that are associated with a structured English immersion program pursuant to A.R.S. §15-752 or a program pursuant to A.R.S. §15-753 and that are in addition to the normal costs of conducting programs for English proficient students. Incremental costs do not include costs that replace the same types of services provided to English proficient students or compensatory instruction. Total expenditures for the Fund on line 14 should be entered on page 9 of the AFR.

The Compensatory Instruction Fund (Fund 072) is used to account for monies received for compensatory instruction programs in addition to normal classroom instruction that may include individual or small group instruction, extended day classes, summer school or intersession school. These programs are limited to improving the English proficiency of current ELLs and students who have been reclassified from ELL to English proficient within the previous 2 years. Total expenditures for the Fund on line 28 should be entered on page 9 of the AFR.

**SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT (ADE/AG 41-202S, Rev. 8/08-FY 2008)**

The Summary condenses the information in the AFR for more economical publication. Information in the Summary should agree to the AFR. Therefore, the AFR should be completed before the Summary.

Average Daily Membership (ADM)

Obtain total Attending ADM for FY 2007 and FY 2008 from the district's copies of the ADM Attending Summary reports (ADMS 45-2). Obtain total Resident ADM for FY 2007 and FY 2008 from the Recalculated State Aid ADM Counts reports (ADMS 46-1), 100<sup>th</sup>-day counts. Both reports are available on ADE's Web site at [www.ade.az.gov/districts](http://www.ade.az.gov/districts).

Maintenance and Operation Total, Unrestricted Capital Outlay, and Soft Capital Allocation Lines - Beginning Fund Balance Column

Record the actual beginning fund balances, as reported on the AFR, page 1, line 1.

Other Capital Funds

Record the total of Funds 660 and 670 as reported in the Other Funds section of the AFR, page 9, lines 30 and 31.

Federal Projects

Record the total of Funds 100-399 as reported in the Special Projects section of the AFR, page 8, line 17.

State Projects

Record the total of Funds 400-499 as reported in the Special Projects section of the AFR, page 8, line 29.

School Plant

Record the combined totals of School Plant Funds 500, 505, 506, and 640 as reported in the Other Funds section of the AFR, page 9, lines 6 through 8, and 28.

Gifts and Donations

Record the combined total of Funds 530 and 650, as reported in the Other Funds section of the AFR, page 9, lines 13 and 29.

**FOOD SERVICE AFR**

The food service AFR has been included as a separate file and should be completed and submitted with the AFR. Specific instructions for completing this page can be found in ADE's enclosed Annual Financial Report, District Food Service Instructions.

**DESEGREGATION SUPPLEMENT**

Only those districts that budgeted expenditures for Desegregation, in accordance with A.R.S. §15-910(J), must complete the Desegregation Supplement. The Desegregation Supplement should be completed and submitted with the AFR. Specific instructions for completing the Supplement can be found in the Desegregation Instructions file.

**CLASSROOM SITE FUND REPORTING FORMS**

The Classroom Site Fund Expenditures by School and the Narrative Results Summary forms have been included in this memo so districts can meet the requirements of A.R.S. §15-977(J). The total amount reported on the Classroom Site Fund Expenditures by School form should agree to the total expenditures reported for the Classroom Site Funds on the AFR, page 4. For districts with only one school, completing page 4 of the AFR will satisfy the requirement to report Classroom Site Fund expenditures by school.



Classroom Site Fund Narrative Results Summary

Page 1, Performance Payments

Include the percentage of current year performance payments that are made for accomplishment of FY 2007 performance measures and the portion that is paid for FY 2008 performance measures.

Page 3, Average FY 2008 classroom teacher salary

Average teacher salary should include all salaries, stipends, extra-duty pay, and other monies, including Classroom Site Funds 011—Base Salary, 012—Performance Pay, and 013—Other, paid to teachers and coded to function 1000—Instruction. The total amount should be divided by the total teacher full-time equivalent (FTE) for the district. Also, consider the following when making the calculation:

- Exclude teachers on special assignment (noninstruction), such as those working in school-level or district-level administrative positions. Both their pay and their FTE should be excluded from the calculation.
- Include only the amounts paid, not the contracted amount. For example, if a teacher's full-time salary is \$40,000, but the teacher only works half time, include only half of the salary and the teacher as only 0.5 FTE.
- Include all Fund 011 and 012 amounts paid to teachers. Also, include Fund 013 amounts paid directly to teachers, such as compensation for tutoring students after school or teaching intervention classes on weekends.
- Only include CSF monies paid to teachers. Do not include CSF monies paid to instructional aides, librarians, speech pathologists, audiologists, counselors, psychologists, nurses, etc.

Average salary including CSF monies line. Report the average FY 2008 teacher salary INCLUDING any increases paid from Classroom Site Funds 011, 012, and 013.

Average salary excluding CSF monies line. Report the average FY 2008 teacher salary EXCLUDING any increases paid from Classroom Site Funds 011, 012, and 013.

The difference between the average salary with and without CSF monies should approximate the combined average of Funds 011, 012, and 013 reported on the summary.

If you have any questions or need assistance, please call the Arizona Department of Education, School Finance Operations Unit at (602) 542-5695, or the Office of the Auditor General, Accounting Services Division at (602) 553-0333.

MDH/VGS/gr